

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF WORK

This is responsible supervisory, specialized, and administrative police work, involving the responsibility for directing and supervising the activities of all employees of the police department during an assigned shift. An employee of this class will direct and give general supervision to subordinate supervisory personnel for the efficient operation of all the divisions of the police department. Advanced specialized duties will be performed involving the use of plain clothes and consisting of investigative duties. Supervision will be directly exercised over subordinates in the investigative field, as indicated. Only general supervision is received from a superior who reviews the work of employees of this class by oral and written reports, personal inspection, and by observation of the results obtained. This class ranks immediately below that of Assistant Police Chief.

EXAMPLES OF WORK

(Note: The examples below indicate only the general type of work performed in this class and are not intended to restrict duties to those listed.)

Directs and gives general supervision in activities of all divisions of the police department during an assigned shift;

Gives general and specific supervision to employees in the plainclothes division;

Personally performs investigative duties on major crimes or in very complex or sensitive cases;

Takes charge of departmental activities at riots, raids, and other large operations of the department;

Instructs officers and subordinate supervisory personnel as to methods, procedures, and departmental policies;

Keeps posted on all activities of the department through reports, conferences, and observation and gives direction as indicated;

Directs activities of headquarters staff through subordinates;

Reviews operations of the various divisions of the department, makes or recommends the making of changes to improve departmental efficiency;

Offers assistance and advice to aid subordinates in the better performance of their duty;

Makes oral and written reports and attends conferences;

Investigates complaints regarding the activities of the department and employees;

Performs various related duties as assigned, required, or as indicated.

QUALIFICATION REQUIREMENTS

Must be a regular and permanent employee in good standing in the class of Police Lieutenant.

Must successfully pass a medical examination assuring good health sufficient to indicate, in the opinion of the local civil service board, the physical ability to satisfactorily perform the required work, and must meet all other general provisions of paragraph 23 of The Municipal Fire and Police Civil Service Law, before appointment from employment list;

Must establish and maintain residency within a twenty (20) mile radius (air miles) of the Opelousas city limits at all times while employed with the city of Opelousas.

Must successfully pass a civil service examination testing aptitude for beginning work in this class.

OP	12-20-62
Rev	09-12-73
	11-10-94
	06-29-95
	06-20-01